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APR 25 1957.

MEMORANDUM FOR: Deputy Director (Support)

25X1A9a

ATTENTION: Mr. [REDACTED]

SUBJECT: Analysis of Individuals on TDY in Excess of 180 Days

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1. Individuals who are at Headquarters in a TDY status in excess of 180 days, are code clerks and radio operators who have entered on duty for overseas assignments and overseas returnees undergoing training for their next overseas assignment. In the past six months there have been 82 such cases, 77 of which were new EODs and 5 were returnees. There was one case of a Headquarters individual sent to [REDACTED] for special training, however he did not receive any cash per diem. There were no extensions for individuals who were overseas on TDY.

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2. All formal training is done at [REDACTED] and no cash per diem is paid unless the individuals are authorized to live off the post. This would pertain primarily to the returnees if they have families.

3. Following is an analysis of the timing of the above categories of individuals. It does not include any leave which may be taken, this leave is counted in the 180 day period, or of any of the peculiar circumstances such as medical holds, security holds, etc., which might extend the TDY. Since the majority of extensions for the normal cases pertain to employees who must be

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[REDACTED] this processing is reflected in the timing.

a. Code Clerks:

Headquarters processing	2 days	
Formal Training [REDACTED]	70 days	25X1A6a
On-the-Job Training (Hqs.)	45 days	
Processing for field assignment	90 days	
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TOTAL	207	

b. Radio Operators .....

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b. Radio Operators:	Headquarters processing	2 days	
	Formal Training	120 days	25X1A6a
	Processing for field assignment	90 days	
	TOTAL	212 days	

4. If any special training is required for radio operators, the above timing may be extended an additional 5 to 20 days.

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Deputy Chief, Administrative Staff, OC

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